

Recruiter Agreement Form

In order to represent my agency as a recruiter for the Workforce Recruitment Program (WRP), I understand and agree to the following requirements and terms of participation (unless previously approved and discussed with Sara Mahoney and my supervisor):

- **My agency will pay for my travel expenses for my recruitment trip;**
- I am a GS-09 or above and have been a federal employee for at least two years;
- I will complete the mandatory online training program;
- I will be available to recruit for the WRP on one long distance trip of 3-5 colleges in a week somewhere in the U.S. (recognizing that specific trip destinations cannot be guaranteed in advance) sometime between October 8, 2012 and November 16, 2012;
- I will set aside sufficient time after my recruiting trip to enter the data on the candidates that I interview, knowing that it takes about 30 minutes to enter each file completely;
- I will not interview or enter data into the online WRP system about a student unless the student has completed the necessary online application prior to interview date;
- I will complete my data entry and submit the candidates online by the date and time agreed upon (usually 10 days to two weeks after trip);
- My supervisor is aware of these requirements, and has approved my participation in the WRP as a recruiter, and
- I understand that not all registered recruiters who complete the online training will be assigned a trip. Trip assignments depend on a variety of factors.
- I have obtained the necessary signatures and made a note of any special circumstances (see second page).



Recruiter Agreement Form

Return by June 29, 2012

Recruiter Name (printed): _____

Recruiter Signature: _____ Date: _____

Recruiter Agency: _____

Recruiter City and State: _____

Recruiter Phone Number: _____

Recruiter Email Address: _____

Do you have the capability to conduct VTC or Skype Interviews? (circle one) YES NO

Note any special circumstances here: _____

Supervisor Name (printed): _____

Supervisor Signature: _____ Date: _____

Supervisor Phone Number: _____

Supervisor Email Address: _____

Return this form by June 29, 2012, via fax or scanned attachment to Sara Mahoney at (202) 693-7888 or mahoney.sara@dol.gov. If you have questions, please call Sara Mahoney at (202) 693-7901.

****This signed form must be received before you will be assigned a recruitment trip.****